



# ARMA

Association of Records Managers and Administrators

[www.armaterranova.org](http://www.armaterranova.org)

June 2007 Newsletter

## Welcome

This is the first quarterly e-newsletter for members of the Terra Nova Chapter of ARMA in Newfoundland Labrador. This newsletter will be produced quarterly and distributed to all members free of charge through e-mail and, as well, will be posted on our web site.

The intent is to format the newsletter around the concerns and interests of our members based on input from them.

This, first newsletter, will introduce new members to the Terra Nova Chapter of ARMA, and provide an update to existing members, with a brief description of our organization, history, and what services we provide.

We will be introducing the current Board of Directors and providing links to contact each of them.

We invite your input to our newsletter to address concerns, interests, and educational needs you have.

## About Our Chapter



The Terra Nova is the Newfoundland Chapter of ARMA International. It was established in 1990 by a group of individuals with various interests in the public or private sector of this region, but who had a common interest in the pursuit "of *"a professional approach to records and information management"*.

St. John's is the headquarters for the Terra Nova Chapter and its members are from this area. Terra Nova is one of 12 chapters in Canada and is part of Region VIII of ARMA International. Each province in Canada has at least one chapter.

For more information visit our web page which gives a detailed history of our Chapter from its formation under the guidance of Randy Cooper up to present day.

<http://www.armaterranova.org/chaphistory.asp>

## Board of Directors

These members volunteer their time and resources to serve on the executive of our Chapter and are available to help you with concerns and issues related to records management:

President: [Brenda Neary](#)

Vice President: [Jim Downey](#)

Past President: [Susan Duke](#)

Director: [Diane Slade](#)

Director: [Elizabeth Evans](#)

Director: [Dave Warford](#)

Treasurer: [Virginia Connors](#)

Secretary: [Cheryl Goulding](#)

The Board meets on a regular basis to discuss Chapter matters and all members are welcome to attend. Notice of meetings is sent to all members via e-mail.

## Membership



### **Why join ARMA?**

Everyone needs to network. ARMA consists of a cross section of every business community. ARMA members help one another, and collectively help others.

### **Personal Growth and Development.**

Membership in ARMA continues one's growth and education in human relations and personal development.

### **Continuing Education.**

Each month at ARMA there is a program designed to keep one informed as to what is going on in the RM community.

### **Entertainment.**

Every ARMA Chapter and Region has activities that provide diversion in one's business life. ARMA has conferences, conversations, assemblies and institutes, which provide entertainment in addition to ARMA information and education.

### **Nice People.**

ARMA members above all are nice people; the nicest people on the face of the earth!

*(Adapted from ARMA International)*

### **Becoming a Member**

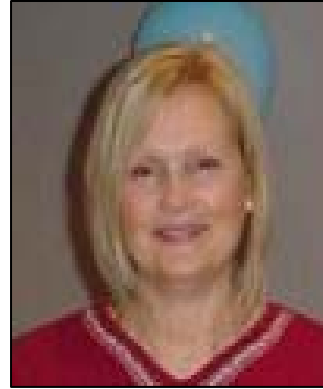
For more information about membership options, and payment of membership and chapter dues contact:

<http://www.armaterranova.org/newmem.asp>

## Who We Are: Board Member Profiles

In this edition we profile **Cheryl Goulding, Records Analyst with Newfoundland and Labrador Hydro** and **Elizabeth Evans, Records Analyst with the Newfoundland and Labrador Liquor Corporation.**

**Cheryl** has been working with NLH for over 17 years and for 8 of those years has been involved with Document Control. Cheryl is married to Jerry, who is recently retired from NLH. They both enjoy traveling to warmer climates, gardening, and being grandparents.



Cheryl is the current Secretary for our local ARMA Chapter, responsible for ensuring that all members are kept informed and up-to-date on our activities and events.

**Elizabeth** has recently taken up her new position as Records Analyst with the NLC. She has worked previously with the Provincial



Department of Natural Resources, and before moving to the NLC, worked with Cheryl at NLH. She is currently serving as a Director with the Chapter responsible for public relations.

Elizabeth, and husband Brian enjoy their brief, but relaxing, excursions on their Harley in the summer months.

## Education and Training



In each edition we will provide members with upcoming opportunities for personal development with education and training that will be available during the following 3 months. The following are now available:

1. The ARMA Canada Region Conference, “Bridging the Paperless Divide”, in Winnipeg will be held June 3 - 6 2007.
2. [Online Courses](#) ARMA International's online courses are your gateway to convenient and flexible online training.
3. [Web Seminars](#) ARMA Web seminars offer unique opportunities to get interactive, up-to-date information on timely issues.
4. [RIM Certification](#) Learn more about certification in the records and information management field.

Members are requested to send us information on events they know about so we can include them in following editions.

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## Trivia



*How much paper is produced?*

- The United States and Canada are the world's largest producers of paper and paper products. The next largest are Finland, Japan, and Sweden, who produce significant amounts of wood pulp and newsprint.
- The U.S. consumption of paper and paperboard in 1999 was approximately 354 kilograms (about 800 pounds) per person.
- In 1997 the total world paper and paperboard production was 299,044 metric tons. It would take about 200,000 Volkswagen Beetle cars to equal this weight.
- In the last 20 years, the combined usage of today's top ten paper users has increased from 92 million tons to 208 million, which is a growth of 126%. So the use of computers is not slowing the amount paper we use.

Source: The Paper Project ( <http://paperproject.org> )

## Interesting Links

**Association of Canadian Archivists (ACA)**  
<http://archivists.ca/home>

**Association of Newfoundland and Labrador Archives (ANLA)** <http://www.anla.nf.ca>

**Office of the Chief Information Officer,**  
 Government of Newfoundland Labrador  
<http://www.ocio.gov.nl.ca>

**Canada's Association of Information Technology Professionals** <http://www.cips.ca>

**Newfoundland and Labrador Association of Technology Industries** <http://www.nati.net>

### **Member Recognition Award**

These awards will take place at the Awards Banquet at the Canadian Conference in Winnipeg on **June 5**. For more information, go to

[http://armacanada.org/documents/member\\_recognition.pdf](http://armacanada.org/documents/member_recognition.pdf)

where you will find the Guideline for submitting nominations.

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## Chapter News



### Name Our Newsletter

As you may have noticed we do not have a name for our newsletter. We have decided to let you, the member, come up with the name. We are asking members to submit suggestions to us in naming this newsletter. The successful submission will be honored in the next edition, coming out in September. Remember enter early and enter often. There will be a prize for the winner.

## **Lunch and Learn**

Our first Lunch and Learn was held on April 19<sup>th</sup>, and was hosted by Cheryl Goulding at Newfoundland and Labrador Hydro.



There were 40 people in attendance. Guest speaker Elizabeth Hunt of Dr. H. Bliss Murphy Cancer Center gave her presentation on Health Records in Newfoundland Labrador.

The luncheon included several prizes, one from the NLC, which was presented by Elizabeth Evans to the lucky winner.



## **Records Management Month**

Our Chapter together with Iron Mountain participated in the 6<sup>th</sup> Annual Personal Information Protection (PIP) Day document

shredding event. President Brenda Neary looks on as she has her personal information shredded.




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### **Disclaimer**

This newsletter is published on a quarterly basis. The content is offered as a source of information only and does not necessarily reflect the views of the ARMA Terra Nova Board of Directors, ARMA International Inc, or the editor.

### **Deadline for Submission**

All articles and advertisements are to be submitted, in electronic format, by the 15<sup>th</sup> of the month preceding publication date. Please contact [Elizabeth Evans](#) Editor for further information.